

# SAMPLE

## MUST BE ON EMPLOYERS BUSINESS LETTERHEAD

### LETTER OF AGREEMENT\*

It is hereby-agreed that \_\_\_\_\_ hereinafter referred to as supervisor,  
(Supervisor)

agrees to supervise the intern listed below, for \_\_\_\_\_  
(Employer)

on a voluntary basis. \_\_\_\_\_ agrees to allow  
(Employer)

\_\_\_\_\_ to supervise the intern listed below. Supervisor agrees to  
(Supervisor)

ensure that the extent, kind and quality of professional clinical counseling services performed by the intern listed below is consistent with the intern's training, education, and experience and is appropriate in extent, kind and quality.

Supervisor agrees to ensure that the professional clinical counseling services performed by the intern listed below, and the supervision provided by the supervisor will be in accordance with Chapter 16 of the Business and Professions Code (the LPCC licensing laws) and regulations promulgated thereunder.

The intern listed below is employed by \_\_\_\_\_ and performs  
(Employer)

professional clinical counseling services of a nature specified in Chapter 16 of the Business and Professions Code and regulations promulgated thereunder.

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Intern's Signature)

\_\_\_\_\_  
(Employer /Official's Signature)

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\*Please note: interns are not required to use this letter.